

Mail Documents to:
Austin Passport Express
1107 Rio Grande
Austin, TX 78701



Contact Information:
info@AustinPassport.com
512.479.0805
www.AustinPassport.com

DATE: _____
CONTACT NAME: _____
PHONE: _____
EMAIL: _____
COUNTRY DOC(S) TO BE USED IN: _____

RETURN SHIPPING:
NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____

*****YOU WILL ONLY NEED STEP #1 IF YOUR COUNTRY IS PART OF THE HAGUE *****

ALL NON-HAGUE COUNTRIES MAY REQUIRE ALL 3 STEPS. PLEASE CONTACT US IF YOU ARE UNSURE.

STEP #1 Texas Secretary of State Apostille or Certificate of Notary (1-2 day processing)

\$90 for 1st document (Includes Texas Secretary of State fee) $\underline{\quad 1 \quad}$ # of Docs x \$90 = \$ $\underline{90}$
\$65 each additional document (Includes Texas Secretary of State fee) $\underline{\quad \quad}$ # of Docs x \$65 = $\underline{\quad \quad}$
California and New York (2-3 week processing) \$195 per document $\underline{\quad \quad}$ # of Docs x \$195 = \$ $\underline{\quad \quad}$
All other states (Process approx. 5-7 business days, varies by state) \$150 per document $\underline{\quad \quad}$ # of Docs x \$150 = \$ $\underline{\quad \quad}$
TOTAL = $\underline{\quad \quad}$

***** FEDERALLY ISSUED DOCUMENTS AND NON-HAGUE COUNTRIES MAY REQUIRE STEP #2 *****

STEP #2 Apostille or Authentication form US Department of State (D.C.)

\$145 per document (*current processing approximately 5 weeks due to COVID*) $\underline{\quad \quad}$ # of Docs x \$145 = \$ $\underline{\quad \quad}$
Includes government fees and our fee. **TOTAL =** $\underline{\quad \quad}$

***** NON-HAGUE COUNTRIES WILL REQUIRE STEP #3 *****

STEP #3 Legalization at Consulate or Embassy: (Processing time is determined by country)

Austin Passport Express Fee \$150 per document $\underline{\quad \quad}$ # of Docs x \$150 = \$ $\underline{\quad \quad}$
+PLUS
Consular or Embassy Legalization Fee (Price per doc set by country) $\underline{\quad \quad}$ # of Docs x \$ $\underline{\quad \quad}$ = \$ $\underline{\quad \quad}$
TOTAL = $\underline{\quad \quad}$

CERTIFIED TRANSLATION REQUEST: FROM _____ TO _____
LANGUAGE LANGUAGE

- One-page documents (Birth/Marriage/Death/Apostille Certificates): \$75 $\underline{\quad \quad}$ # of Docs x \$ $\underline{\quad \quad}$ = \$ $\underline{\quad \quad}$
- Approved sworn translations for Spain (includes 1 page + apostille page): \$195 $\underline{\quad \quad}$ # of Docs x \$ $\underline{\quad \quad}$ = \$ $\underline{\quad \quad}$
- *Please contact us directly for a quote for multi-page documents.*

Translate Document Only Translate Document AND Apostille Apostille the Translation **TOTAL =** $\underline{\quad \quad}$

SCAN OF APOSTILLE PAGE(S) ONLY: \$10 SCAN OF APOSTILLE(S) & DOCUMENT(S): \$15 **TOTAL =** $\underline{\quad \quad}$

RETURN POSTAGE: Priority Overnight \$35 Saturday Delivery \$60 Provide my own label \$0 **TOTAL =** $\underline{\quad \quad}$

****International Shipping Quote:** Please provide an address and local telephone number.

SUMMARY OF FEES: *Our fees + govt. fees + translation fees (if applicable), scans (if applicable), and shipping (if applicable)*

GRAND TOTAL = $\underline{\quad \quad}$

METHOD OF PAYMENT: Credit Card Check # _____ Send secure payment link to email above
Card Number: _____ Exp. Date: _____ CVV Code: _____ Zip Code: _____
Name on Card: _____ Signature _____